

HEARTLAND ASSOCIATION OF LEGAL ASSISTANTS

P. O. BOX 12413
OVERLAND PARK, KS 66282-2413

Applicants must be 18 years of age or older, must never have been convicted of a felony, and must not have violated NALA's Code of Professional Ethics.

APPLICATION/RENEWAL FOR MEMBERSHIP

PLEASE PRINT OR TYPE:

NAME: _____ Are you a CLA? _____ CLAS? _____

EMPLOYER: _____

PREFERRED MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: Work: _____ Home: _____

Fax: _____ E-Mail Address: _____

**The above information will be published in a membership directory unless initialed here: _____*

MEMBERSHIP DUES

Membership Dues are due May 1 of each year and become late on June 1 of each year. Beginning June 1 to July 1, a late fee must be paid in addition to your membership dues. Beginning July 1, a reinstatement fee must be paid in addition to your membership dues. Late fees and reinstatement fees apply to all membership types. **Late fees and reinstatement fees do not apply to those who are submitting an application form for the first time beyond posted due dates. Payment must accompany this form.*

Type of Member	Amount	Due Date
Voting	\$40.00	May 1
Sustaining	\$60.00	May 1
Student	\$20.00	May 1
Retired	\$25.00	May 1
Late Fee	\$10.00	June 1
Reinstatement Fee	\$20.00	July 1

____ First Time Membership Application (see remainder of form and complete appropriate membership application area)

____ I am Renewing my Membership (see remainder of form and complete appropriate membership area)

VOTING MEMBERSHIP

Voting membership is open to individuals who meet at least one of the following requirements:

- (1) successful completion of the Certified Legal Assistant (CLA) Examination of NALA, or
- (2) graduation from an ABA approved program of study for legal assistants, or
- (3) graduation from a course of study for legal assistants which is institutionally accredited by not ABA approved, and which requires not less than the equivalent of 60 semester hours of classroom study, or
- (4) graduation from a course of study for legal assistants other than those set forth above, plus not less than six months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or
- (5) receipt of a baccalaureate degree in any field, plus not less than six months in-house training as a legal assistant whose attorney-employer attests that such person is qualified as a legal assistant, or
- (6) a minimum of three years of law related experience under the supervision of any attorney, including at least six months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or
- (7) a minimum of two years of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.

____ I am applying for Voting Membership under # _____ ____ I am renewing my Voting Membership under # _____

Length of time employed as a legal assistant _____

Nature/description of your employer (i.e. law office, judicial agency/court, corporate legal department, etc.) _____

Your specialty: _____

Signature: _____

Date: _____

ATTORNEY/EMPLOYER ATTESTATION

(This section must be completed by all applicants applying under voting member requirements 4, 5, 6, and 7)

I hereby attest that _____ is employed by me and meets the qualifications for voting membership in the Heartland Association of Legal Assistants under requirement no.: _____.

Attorney/Employer Name: _____

Signature of Attorney/Employer: _____ Date: _____

STUDENT MEMBERSHIP

Student membership is open to individuals who are either full-time or part-time students in good standing in any college, junior college or other school pursuing a course of study as a legal assistant.

Name of School Attending: _____

Length of Program: _____

☐ I am applying for Student Membership

☐ I am renewing my Student Membership

☐ My check is enclosed

Signature: _____ Date: _____

SCHOOL ATTESTATION – Required of all student applicants/renewals

I hereby attest that _____ is currently enrolled in the legal assistant program at this school and is not employed as a legal assistant.

Name of Program Director or Instructor:

Director/Instructor Signature: _____ Date: _____

SUSTAINING MEMBERSHIP

Sustaining membership is open to those individuals, law firms, corporations and legal assistant program representatives who endorse the legal assistant concept or are actively involved in the promotion of the legal assistant profession and who contribute dues of \$60.00 or any amount in excess thereof.

☐ I am applying for Sustaining Membership

☐ I am renewing my Sustaining Membership

☐ My check is enclosed

Nature of Sustaining Membership (i.e. instructor, law firm, etc.) _____

Signature: _____ Date: _____

HALA MEMBERSHIP CHAIR USE ONLY

Date Application Received: _____

Application Accepted: _____

Application Denied: _____

Payment Received: _____

Check No. _____

Late Fee: _____ Reinstatement Fee: _____